

# FIND WHAT FITS

## TUITION & FEE SCHEDULE: 2017-18 SCHOOL YEAR

Class (#days/week)	Annual Tuition <i>(entire school year)</i>	Monthly Tuition Payment <i>(annual paid equally over 10 months)</i>	Tuition w/Sibling Discount <i>(applied to all younger sibs)</i>	Curriculum Supply Fee <i>(paid once per year)</i>	Background Check Fee <i>(every 3 years)</i>
2.5 year-old (2 days)	\$2420.00	\$242.00	\$218.00	\$126.00	\$30 per co-oping adult
3 year-old (3 days)	\$3280.00	\$328.00	\$295.00	\$157.00	
4 year-old (4 days)	\$3820.00	\$382.00	\$344.00	\$188.00	

### General Tuition Payment Information:

- Tuition is an annual amount divided into ten equal payments for convenience and is paid monthly by the first of each month from September through May. June's tuition is pre-paid as a deposit ("Advance Tuition") at the time of enrollment.
- If tuition is received after the 10<sup>th</sup> of the month, a \$20 per child late fee is assessed; after the 20<sup>th</sup> the fee becomes \$40 per child.
- The school grants a ten percent (10%) tuition discount for each younger child's monthly tuition to families with two or more children enrolled during the same year.
- Tuition and Curriculum Supply Fees may be prorated to accommodate late enrollment.

### Description of Fees:

- The Curriculum Supply Fee is an annual fee used to defray the costs of supplies for all students and may be pro-rated for late enrollment.
- Criminal and child protective services background checks must be completed/submitted on ALL co-oping adults at a cost of \$30 per person. Background checks are valid for three years.
- There is limited availability to "buy out" of co-oping responsibilities in 3 and 4 year-old classes, subject to Director approval. A Buy-Out does not change any other membership commitment. Buy-Out options include "Partial" Buy-Outs and/or family-provided snack. These higher tuition rates are available upon request. Buy-Out requests must be submitted by June 1<sup>st</sup>. Once approved, the tuition differential must be paid by Back-to-School Night.
- Please read the school's withdrawal and refund policy below.

### Scholarships:

Scholarship assistance is available by application through a confidential process. Scholarship awards up to 50% of tuition may be approved based on documented income and expenses using current Fairfax County Public School "Free and Reduced Lunch" guidelines and other documented family circumstances, and subject to availability. Families applying for a scholarship must co-op and maintain good standing in all membership requirements. Applications are available on the school website and in the school office.

### Withdrawal and Refund Policy:

Sleepy Hollow Preschool families commit to enrollment by semester (September through January; February through June). Written notice is required for withdrawal. If written notice of withdrawal is received by the Membership Chair by July 31, a full refund of Tuition Advance and Curriculum Supply Fee will be issued. After July 31, the Tuition Advance and Curriculum Supply Fee are non-refundable.

Upon enrollment, families sign the Enrollment Agreement requiring tuition to be paid monthly through January 31. Unless written notification of withdrawal is received by December 31, families are responsible for paying tuition from February through May. Submission of written notification of withdrawal by December 31 does not waive payment of January tuition.